

PANHANDLE HEALTH DISTRICT

PRESENTS

Pandemic Flu Particulars

Tips to help communities prepare for, survive and recover from pandemic flu and other disasters

Figuring out how best to use and protect your work staff during a pandemic flu can be a deciding factor in your business' survival. Considering that a virus with little to no human immunity will cause a pandemic flu, it's reasonable to assume that 30 percent of the workforce will either be sick or caring for sick family. That's 30 percent overall, which translates to a third fewer delivery drivers and workers in factories, post offices, warehouses, labs, etc. Not only will *you* have to operate with fewer people, so will your suppliers and the services you depend on.

So, what can you do? Plan now so you can maximize your human resources.

- ◆ Prioritize functions in your workplace. What jobs are absolutely necessary to keep operating? Those are Priority 1 functions. In an emergency, what work activities can you do without? These are Priority 2 and even 3 functions.
- ◆ Train Priority 2 and 3 workers to perform the most important elements of Priority 1 jobs. Business survival during high absenteeism will require that several people can perform the Priority 1 functions.
- ◆ Figure out job functions workers can perform from home and make certain they have the necessary supplies, information and equipment to do the job. During a pandemic flu, work from home allows workers to care for sick family and continue to work. It also minimizes the risk of disease transmission.

To protect on-site workers:

- ◆ Avoid face-to-face meetings.
- ◆ Train staff in cough etiquette and proper hand-washing techniques.
- ◆ Prepare alternate work schedules.
- ◆ Provide sanitation supplies so staff can frequently clean touched surfaces, such as phones and computer, and wash hands often.

Panhandle Health District and the Virginia Dept. of Emergency Management Continuity of Operations Plans supplied these steps on Human Capital Management.

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